

# GIVE YOURSELF A BREAK



# Give yourself a break...seriously!

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*Taking a break means  
you are a dedicated employee...  
dedicated to taking care of yourself.*

# Time and the human body

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The human body was **NOT** designed to...

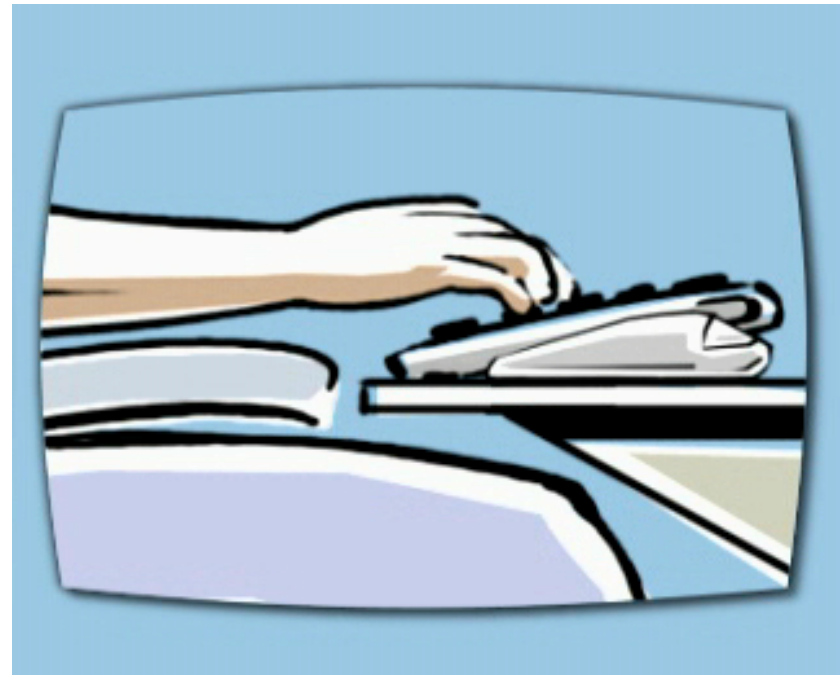
- Stay in one position, or
- Perform tiny, detailed movements—like typing  
...for long periods of time

***It's unnatural!***

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***So protect yourself  
and your work.***

***Take a break!***



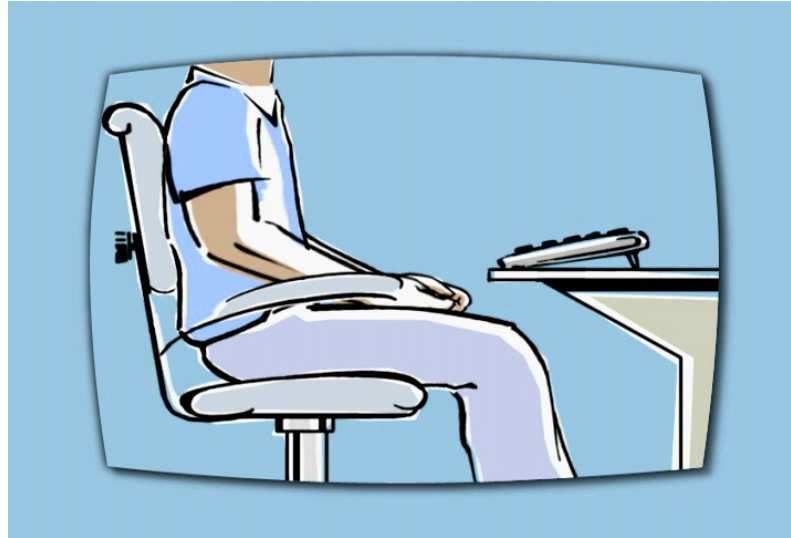
## Eye breaks — Take a 20 / 20 break.

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- Every 20 minutes—take a minute to rest your eyes.
- Look at something 20 feet away.
- Blink your eyes rapidly for a few seconds.
- Wear computer glasses, if you have them.

## Micro breaks — Take a break between periods of intense activity.

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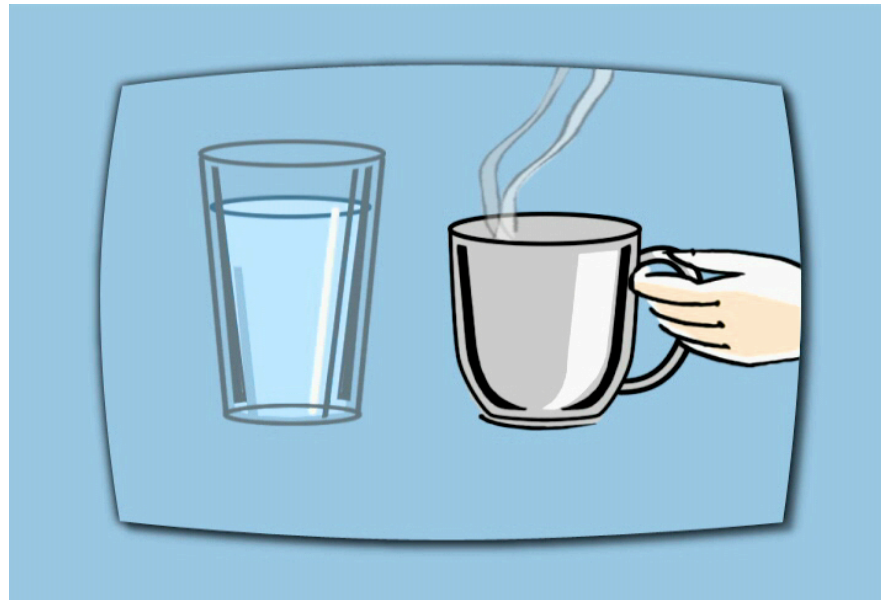


- Rest your hands in your lap for 1-2 minutes.
- Briefly stretch, stand up, move around.
- Do a different work task—such as making a phone call.

## Rest breaks — Take a brief break every 30-60 minutes.

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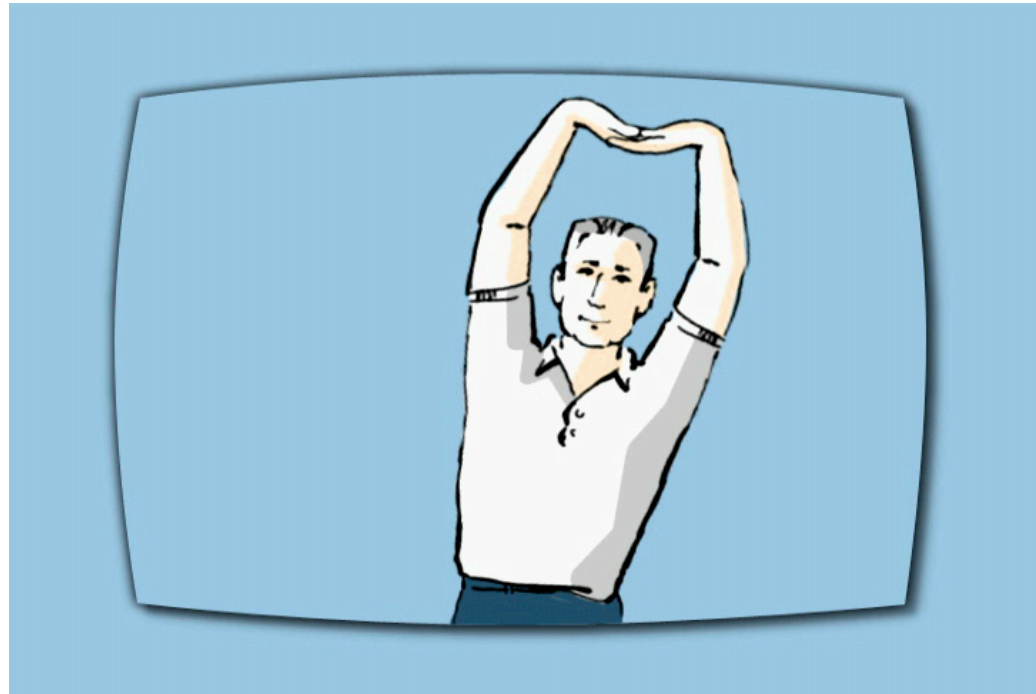
- Stand up, move around, and do something else.
- Go and get a drink of water, soda, tea, coffee...
- Talk to your co-workers about your work and your family.



## Exercise breaks — Stretch and to gentle exercises every 1-2 hours.

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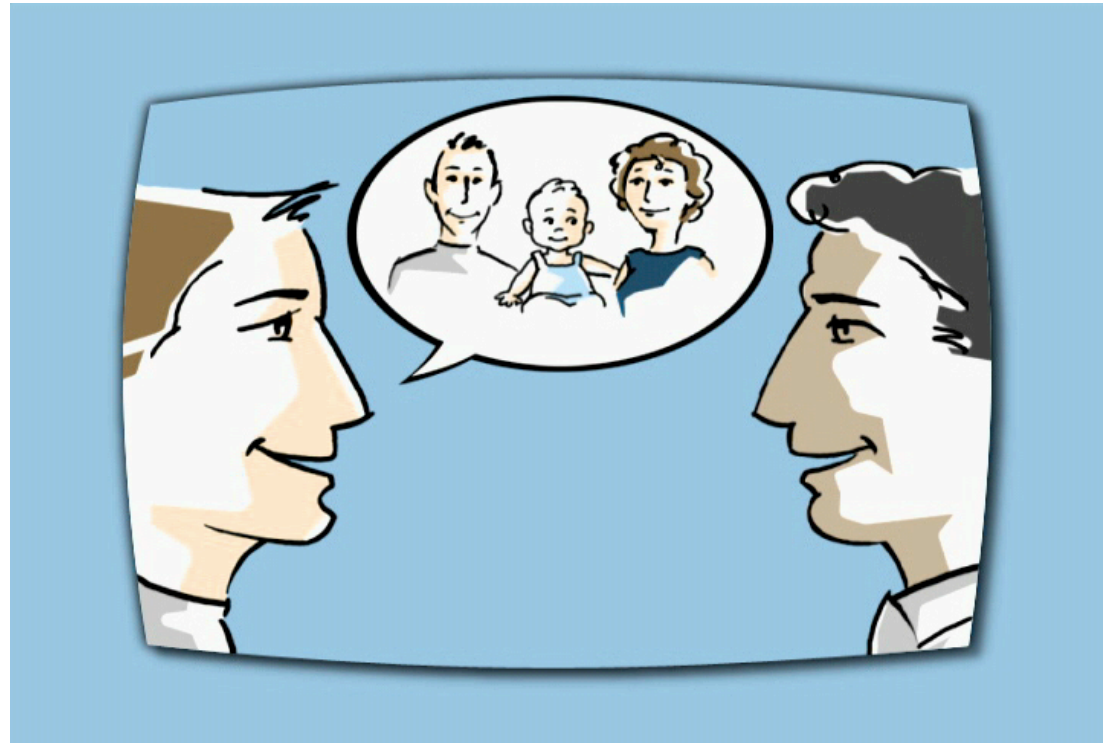
- Use special software on your computer to alert you when you need to take a break.



# Mental health breaks — Take a break whenever you feel stressed out.

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- Go for a walk.
- Talk to some friends.
- Breathe.
- “Chill”





**Give yourself a break—*because...***

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***Only after you take care of yourself...  
can you take care others.***

# Give yourself a break!

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*Special thanks to:*

- Alan Hedge, PhD, CPE / Prof. of Ergonomics / Cornell University
  - <http://ergo.human.cornell.edu/ahpersonal/ahbio.htm>
- Cornell University—Ergonomics Web
  - <http://ergo.human.cornell.edu/MBergo/schoolguide.html>
- University of Texas at Austin—Ergonomics Web
  - <http://www.lib.utexas.edu/ergonomics/general.html>